

The following instructions apply to plan submittal of Enrollment Reconciliation files to CMS for certain beneficiaries listed on either the March 14 or the March 21 Enrollment Reconciliation files. These beneficiaries are shown as disenrolled in CMS systems, the original plan shows an enrollment and claims activity, and the beneficiary has elected to remain with the original plan.

If the beneficiary elects to remain with the plan, the plan shall submit a special retroactive 61 transaction for that beneficiary on or before April 15, 2006. The plan shall submit one special retroactive file for all transactions with the same effective date. **For beneficiaries that elect to stay, the plan shall submit transactions with an effective date that represents the later of 1) January 1, 2006 or 2) the day after the disenrollment date on either the March 14 or the March 21 Enrollment Reconciliation file (as applicable).** The plan retroactive file shall contain only Transaction Type 61 transactions. Additional requirements for these special retroactive enrollment files:

- Plans shall observe normal file naming conventions
- The word 'RECON' must appear in the file header (beginning in position 14)
- ALL transactions must be Type 61
- Election Type must be blank (position 46)
- The Application Date (positions 52-59; YYYYMMDD) is the date that the beneficiary elected to remain in the plan. CMS will convert this date to an appropriate application date to allow proper processing. The special Transaction Reply Report will contain the CMS generated application date not the plan submitted application date.
- Each file shall contain Transactions of Type 61 with the same effective date (positions 64-71; YYYYMMDD). Allowable values are:

20060101

20060201

20060301

20060401

20060501

If a plan submits file(s) before April 15, 2006, CMS will attempt to review the file and provide initial feedback to the plan regarding the file. The files **WILL NOT** be processed before April 15, so plans should not expect an immediate Batch Completion Status Summary report for the file(s) or expect a CMS response to the file(s) in the weekly TRR for the week ending April 15, 2006. When the plan files are processed, a special TRR will be produced and distributed to the plans. The planned processing date and corresponding BCSR and TRR will be communicated to the plans shortly.

Thank you,

MMA Help Desk

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